



City of Coppell, Texas

255 E. Parkway Boulevard
Coppell, Texas
75019-9478

Minutes Library Board

Thursday, February 8, 2024

7:00 PM

255 E. Parkway Blvd.

Martha Garber
Board Chair

Mathew Ittoop
Board Vice Chair

Anne Diamond
Board Member

Frank Gasparro
Board Member

Patricia Graziano
Board Member

Carla Madrigal
Board Member

Haridas Radhakrishnan
Board Member

Elizabeth A. Mink
Alternate Member

Manisha N. Pagedar
Alternate Member

Neel Mavalli
Youth Advisor

Anika Varadharajan
Youth Advisor

Notice is hereby given that the Library Advisory Board of the City of Coppell, Texas, met in 2nd Floor Conference Room of Town Center at 7:00 p.m. at 255 E. Parkway Boulevard.

Regular Session (Open to the Public)

1. Call to Order

The meeting was called to order by Library Board Chair Martha Garber at 7:00 p.m.

Also present were Board Vice Chair Mathew Ittoop; Board Members Anne Diamond; Patricia Graziano; Carla Madrigal; Haridas Radhakrishnan; Alternate Members Elizabeth A. Mink; Manisha N. Pagedar; and Youth Advisors Neel Mavalli and Anika Varadharajan.

Board Member Frank Gasparro attended via ZOOM.

Staff in attendance were Library Manager Alexis Wellborn; Library Supervisor Amy Pittman-Hassett; Assistant Director of Community Experiences Adam Richter; and Administrative Services Coordinator Laurie Arnold.

2. Citizen's Appearance

This agenda item provides an opportunity for citizens to address the Board or Commission on any matter. Anyone wishing to address the Board or Commission should register prior to the start of the meeting. There is a two (2) minute time limit for each citizen to speak, additional time may be granted by the Board or Commission.

The Board or Commission is not permitted to take action on any subject raised by a speaker during Citizens' Appearance.

None

3. Approval of Minutes from January 11, 2024

Board Member Haridas Radhakrishnan moved to approve the minutes from January 11, 2024 as presented. Board Member Anne Diamond seconded the motion. The motion carried by unanimous vote.

4. Library Manager's Report

Alexis Wellborn, Library Manager, reviewed library operations, programs and events.

The Library is currently interviewing four candidates for the Library Supervisor position. The interview panel is made up of managers throughout the Community Experiences department.

Alexis Wellborn, Library Manager, Amy Pittman-Hassett, Library Supervisor, Usha D'Silva, Library Technician, and Molly Wright, Library Technician, completed Interlibrary Loan (ILL) training on the new system which will be implemented next year. Usha will continue to train staff in preparation for implementation.

Facilities has requested a list of outstanding work orders to prioritize and complete.

Alexis Wellborn, Library Manager, Amy Pittman-Hassett, Library Supervisor, and Usha D'Silva, Library Technician, are in the process of revising employee on-boarding procedures in alignment with the Employee Experiences department.

Application for the 50th Anniversary Postal Cancellation has been completed. The US Post Office will coordinate with our representatives closer to the date of presentation on July 20, 2024. Lauren Osburn, Children's Librarian, spoke with a local reporter regarding the Library's plans for its 50th Anniversary.

Upcoming Library Events to celebrate Valentine's Day include: Dino Family Fun Night; Teen Crafternoon; and The Valentine's Puzzle Competition.

Library statistics remain close to or slightly under the same level as last year. Gate count is up. In-person statistics are compiled by tallies gathered from staff at the Customer Service desks.

The Library is working with Community Experiences to prepare a patron survey regarding library hours and services.

Friends of the Coppell Public Library Update - On January 22nd, Libby May met with the Friends to discuss maintenance and upkeep of the Free Little Libraries. Next steps include an estimate of anticipated repairs. The Friends will soon have a new website. The website designer was in attendance at the meeting to answer questions. After the Big Book Sale, the Friends gained 18 new members. The Friends will not be at the Farmer's Market on March 10th and March 24th. However, the Friends plan to hold a pop-up book sale at the end of Spring Break on March 15th in the Library.

The Next Friends Meeting will be on Monday, January 26, 2024.

5. Board Member and Youth Advisor Reports

Youth Advisors Neel Mavalli and Anika Varadharajan discussed improving library services to teens through increased accessibility to library memberships, room reservations and specialized programming.

Alternate Member Manisha N. Pagedar requested an Agenda Item to discuss a possible Library Cafe.

6. Review and discuss Library Board Goals and Objectives

Alternate Member Manisha N. Pagedar read the Library Board's Goals and Objectives:

1. Participate in the implementation of the Library's Strategic Plan
 - a. Library services reflect the Coppell community and its many facets
 - b. Library services and information are conveniently accessible to all
 - c. Library maintains a healthy network of partners through the Coppell community
 - d. Library services are provided in an effective and sustainable manner
2. Support and promote the Friends of the Coppell Public Library
3. Promote the Library by active individual participation in Library programs, outreach and community events
 - a. Attend Library programs and Council meetings
 - b. Represent the Library Board at City and civic events
 - c. Actively use social media to market Library activities

7. Adjournment

There being no further business before the Library Advisory Board, the meeting was adjourned at 7:25 p.m.

Martha Garber, Library Board Chair

ATTEST:

Laurie A. Arnold, Administrative Services Coordinator